

Senior Scientist (Category 1) Appointment Check Sheet

Name: _____
IC: _____
Lab/Branch: _____
Present Position/level: _____
Proposed Position/level: _____

For Approval by Deputy Director for Intramural Research

Please submit in the following order (a pdf of the entire package by e-mail):

1. ☐ Recommending Memorandum from the Laboratory/Branch Chief through Scientific Director (SD), through IC Director, to Arlyn Garcia-Perez, Assistant Director, OIR, for review by Senior Scientist/Senior Clinician Review Committee. Memo should include personnel, resources, and space envisioned for Program.
2. ☐ CV and bibliography.
3. ☐ Documentation of approval of the search advertisement and committee by the DDIR, and the report from the Search Committee, must be provided ([Guidelines for search procedures](#)).
4. ☐ At least six letters of recommendation, including at least three from non-collaborators, and any other reviews of the individual.
5. ☐ [Draft memorandum](#) to the candidate from the SD explaining the Senior Scientist (category 1) position.

IC Approval by: _____ **Date**
approved: _____

DDIR - Approved by: _____ **Date**
approved: _____
Date returned to IC: _____

Comments:

Updated July 13, 2012